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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Bureau of Agricultural and Industrial Chemistry
Washington 25, D. C.

December 9, 1946

BUREAU MEMORANDUM NO. 399

Sleeping Accommodations on Trains

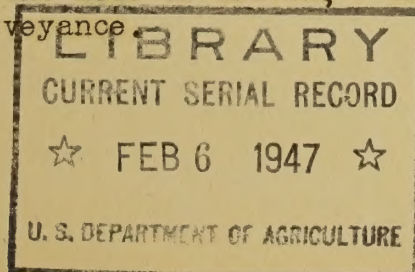
TO DIRECTORS OF REGIONAL RESEARCH LABORATORIES, DIVISION HEADS,
AND THOSE IN CHARGE OF FIELD STATIONS

Reference is made to Budget and Finance Circular 771, Revision 1, dated October 24, 1946, calling attention to certain revisions in the Standardized Government Travel Regulations and in the Department Regulations, particularly to paragraph 13 of the former and section 3414 of the latter, relative to sleeping accommodations on trains.

While paragraph 13(a)(1), of the Standardized Government Travel Regulations provides for the payment by the Government of any superior accommodation if a lower berth is not available at the time the reservation is made, you will note that Department Regulation 3414, by which we are governed, allows accommodations costing more than a standard lower berth only when the certificate required by paragraph 13(a)(1) of the Standardized Regulations indicates that neither an upper nor a lower was available, except that a certificate as to illness, physical handicap or incapacity when approved by Bureau officials who authorize or approve travel, will be sufficient to permit the payment of the superior accommodations, or in such other exceptional cases specifically authorized by the Chief or Acting Chief of Bureau. Pullman accommodations involving more than a single train fare, as, for instance, a drawing room, even though no other accommodations are available must be approved by the Chief, or Acting Chief of Bureau.

Other amendments of importance necessitated by the enactment of P.L. 600, 79th Congress, are specifically pointed out in the above-entitled Budget and Finance Circular:

You have received copies of the amendment to the Department Regulations recinding section 3438 which necessitated preparation of special comparative cost statements on all travel by plane. The provisions of the Standardized Government Travel Regulations will hereafter apply as provided in Regulation 3411, Revised. This latter section provides that itineraries must be carefully planned in advance so that the required official business will be accomplished with the minimum of travel and expense, and in this connection states, that it is incumbent on all authorizing and reviewing officers and on the individual Department traveler to exercise prudent judgment in not only determining whether travel is required in the interest of the Government, but also in determining the mode of travel, - train, airplane, automobile or other usual means of conveyance



Henry A. Donovan
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Assistant Chief of Bureau

U. S. DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

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